

Change of Status to F-1 or F-2

I WANT TO CHANGE MY IMMIGRATION STATUS TO F-1/F-2. HOW DO I APPLY? Please schedule an appointment with an international student advisor to determine whether or not you are eligible to file for a change of status in the United States. Some general guidelines are listed below:

- You must be maintaining your current status in order to change to F-1/F-2.
- If you are a child dependent in H-4, E-1, E-2, L-2, etc. status, you are required to submit a change of status application to F-1 before your 21st birthday.
- If you are currently in B-1/B-2 status, you cannot attend school legally without first being approved for a change of status to F-1. Unless you have prospective student indicated on your visa or I-94 card, it is extremely difficult to change your status in the United States. We recommend that you return home and apply for F-1 status at the United States Consulate with your UCR initial attendance I-20 Form.
- If you are currently in F-2 status, you cannot attend school full time without first being approved for a change of status to F-1.
- If you are currently in J-1/J-2 status, please consult an advisor at the ISS for further guidance.

HOW LONG DOES IT TAKE TO FILE A CHANGE OF STATUS TO F-1/F-2?

Currently, it takes approximately 6-8 months for a Change of Status application to be adjudicated by the United States Citizenship and Immigration Services (USCIS) California Service Center. The process takes longer if USCIS requests further evidence on your case after it has already been submitted.

I PAY RESIDENT TUITION FEES WITH MY CURRENT IMMIGRATION STATUS. WILL I HAVE TO PAY NON-RESIDENT TUITION FEES IF I CHANGE MY STATUS TO F-1?

Yes, once you are approved for a change of status to F-1, you must pay non-resident tuition fees. For more information regarding fees for tuition purposes, please contact the Office of the Registrar.

CAN THE INTERNATIONAL STUDENTS AND SCHOLARS OFFICE ASSIST ME WITH A CHANGE OF STATUS APPLICATION?

We can assist you in the following ways:

- Providing this information
- Issuing an I-20 Form for your change of status to F-1 upon submission of the appropriate supporting documents
- Providing you with a list of documents required for a Change of Status application (see the next page)
- We can help you with a general review your documents before you send them to USCIS. *However, please note that we are not immigration attorneys and the final decision regarding what is sent is yours. You are responsible for the completed application and for filing the application in a timely manner.*
- **At this time, we highly recommend that you utilize a qualified immigration attorney to assist you with your application.** Depending on your situation and the end date of your current status, there could be several bridge applications that you need to submit, which can only be done by an attorney.

WHAT DOCUMENTS DO I NEED IN ORDER TO FILE FOR A CHANGE OF STATUS TO F-1 or F-2? Generally, USCIS likes to see the documents listed below submitted with a change of status application. This list is not exhaustive. The immigration officer adjudicating your case reserves the right to ask for additional information.

Everyone should submit the following:

- **A completed I-539** The paper can be downloaded from the following website <http://www.uscis.gov/files/form/i-539.pdf>
- Please review the [I-539 instructions](#) before completing the Form
- **Paid SEVIS receipt for change of status to F-1** (Pay SEVIS fee at www.fmjfee.com) No SEVIS fee required for dependents.
- **Required Fee**
- **A short letter requesting the change of status.** The letter should include an overview of your time spent in the U.S. in your current status and why you wish to change your status to F-1 or F-2.
- **Copy of your form I-20** (and any previous I-20 forms if changing from F-1 to F-2 or F-2 to F-1)
- **Financial Support Documentation** (A bank letter from your bank or a letter from your department indicating your total amount of financial support). Individuals who are sponsored by parents or other individuals must also submit a Confidential Financial Statement (CFS). CFS Forms are available in our office.
- **Four (4) most recent bank statements**
- **Copy of your I-94 Card & your principal's** (if applicable)
- **Copy of passport picture page with photo and passport validity dates & your principals** (if applicable)
- **Copy of visa sticker in your passport & your principal's** (if applicable)
- **Proof of residence in your home country** (home country driver's license, property, residency cards etc.)
- **Copies of your UCR transcripts** (if you are a continuing student)
- **[Form G-1145](#)**

Additional information required in these circumstances:

Spouses & Children in F-2 Status

- Marriage certificate (for spouses only)
- Birth Certificate or equivalent (for children only)—this is sometimes requested
- Copy of principal's I-20 Form
- Proof of principal's status (good standing letter)

Spouses & Children in L-2, H-4, E-2 etc.

- Marriage Certificate (for spouses only)
- Proof of principal's status (Copy of principal's last three pay stubs, most recent W-2 Form and a letter from the employer confirming current employment).

Individuals in J-1/J-2 Status

- Please consult an advisor at the International Students and Scholars Office for guidance. You may schedule an appointment by calling 951.827.4113.

Helpful Hints

- Provide Certified Translations of items that are not in English. The translator must certify that the translation is true and correct, and sign and date the translated document.
- If submitting a paper application:
 - Place tabs at the bottom of your paperwork and/or include a cover page listing outlining your documents so that the immigration officer adjudicating your case can easily navigate the paperwork.
 - Keep a copy of your application before you send it.
 - Mail your package using a tracking service so you may confirm the package has been delivered.

HOW DO I SUBMIT MY APPLICATION TO USCIS?

At the current time, all paper I-539s are being mailed to the USCIS Dallas Lockbox. The address is:

Certified Mail:

USCIS
PO Box 660166
Dallas, TX 75266

Express Mail:

USCIS
ATTN: I-539
2501 S. State Highway, 121 Business
Suite 400
Lewisville, TX 75067

It is important to verify that this is the current address of where to send your paper application, as filing addresses may frequently be updated. You may verify the address in the instructions of the I-539 application on www.uscis.gov or by asking your International Student Advisor.

IS THERE ANY WAY TO TRACK THE PROGRESS OF MY APPLICATION?

Yes, once you submit an application, USCIS will send you a receipt notice confirming that they have received your application. On your receipt notice, there will be a number assigned to your case. This number is referred to as a WAC #. You can use this WAC # to track the status of your application online at www.uscis.gov.